

E-Sign Mad Dog Project

6/12/01 Weekly Meeting Minutes

1:00 – 2:00 ROB Room 5009

Attendees:	<p>CIO – Charlie Coleman, Neil Sattler, Andy Boots, Steve Allison OGC – Ron Sann, Lee Harris, Harold Jenkins DLO – Rosemary Beavers, Mike Murray DCS – Brian Sullivan Mod Partner – Heather Burke, Yateesh Katayal CIO (Interns) – Sarah Edwards, Jessica Hess</p>
Topics Covered	<p>Mad Dog Project Update</p> <ol style="list-style-type: none"> 1) <u>Documentation Effort</u>. Charlie Coleman and Neil Sattler will present the project documentation book to Management Council on 6/22. The book will include the revised business case, cost benefits, risk analysis, and other chapters that show SFA's Mad Dog efforts. 2) <u>Outreach</u>. Ron Sann spoke with the Electronic Financial Services Council; they are excited about the Standards. They offer their best wishes for our project's implementation. 3) <u>NASFAA</u>. Greg Woods, Kay Jacks, and Jeff Baker will have an eSig session at NASFAA in Nashville on 6/22-6/25. Content of presentation is unknown at this time. 4) <u>Beyond eMPN</u>. Beginning to look at other possible e-signature projects within SFA; Financial Partners may have some applicable processes. <p>Workgroup Updates</p> <ol style="list-style-type: none"> 1) <u>Legal/Policy</u>: <ol style="list-style-type: none"> a) The answers to the questions raised by the 5/7 NCHelp meeting will be distributed soon. There is only one more issue to be resolved: the Standards state that there must be "express consent" of nondisclosure by the borrower, but there is argument that the current system does not comply. b) CBA/EFC/NCHelp sent a list of suggested changes to the SLA of the NCS contract. SFA will ask NCS to remove the liability section or, failing that, to make changes to the wording for clarification. 2) <u>Technology Update</u>: Andy Boots sent a position paper to OMB on why SFA is planning to do away with PIN mailing. SFA will contact OMB for comments. 3) <u>Business Processes</u> <ol style="list-style-type: none"> a) DLO. Testing in progress. There will be a demonstration of the web site to OGC, DOJ and Mad Dog team on 6/27. Confirmed that independent risk assessments are not being done before the PRR; according to Andy Boots they are not funded. Mod Partner provided certification and accreditation template to DLO so they can complete it for PRR. b) DCS. Meeting again with Mod Partner to discuss cost-benefit process diagram 6/12.
Action Items	<ul style="list-style-type: none"> • KPMG to issue documentation book by Monday 6/18 so that content can be discussed at our 6/19 weekly meeting. • Reply to all requests for data to complete the documentation book, especially the remaining questions on the cost-benefit process diagrams. (All) • Give project plan updates to Jessica.Hess@ed.gov. (All) • Submit legal risk summary to Jessica.Hess@ed.gov (OGC)
Agenda Items for Next Meeting	<ul style="list-style-type: none"> • Tuesday, 6/19/01 1:00 – 2:00 ROB3 (Room 5009) Weekly Mad Dog Status Update. Topic: documentation book. • All e-sign documents are available in Outlook under: Public Folders > All Public Folders > OSFA > OCIO > Innovations > E-ID Mad Dog.

